



## DASH PROGRAM LEADER

**\$17.71 - \$21.53/hour**

### Position Summary

Vacancies are within the City's Dynamic After School Hours (DASH), an after school recreation program which is offered at 25 elementary school sites. The DASH Program Leader carries out "DASH" programming (sport clinics, arts/crafts, weekly challenges, cooperative/traditional games). This is a part-time position working 2.75 hours a day and 3.75 hours on early dismissal days.

### Essential Functions

DASH Program Leaders work under the direction of the DASH Program Supervisor. Duties may include, but are not limited to the following: plan, organize, implement, and direct weekly sport clinics in sports such as field hockey, lacrosse, soccer, track and field, flag football, and ultimate frisbee; supervise and lead organized, structured activities for elementary school children; teach the fundamentals of play and sportsmanship; develop/maintain communication with school personnel/parents; administer first aid; ensure that safety procedures are complied with; keep routine records; perform basic custodial duties; and perform other duties as assigned.

### Qualifications

Education, training and experience equivalent to two years of college (60 units) and two years of part-time or full-time experience working with elementary school children, preferably in one or more of the following areas: sports; coaching; arts and crafts; cooperative games; and traditional playground games. Candidates without college coursework should have a minimum of four years of full-time or part-time related experience dealing with children. **NOTE:** Basic CPR and American Red Cross First Aid Certification must be attained within 30 days of appointment. College transcripts must be provided at time of hire.

### Knowledge, Skills and Abilities

Knowledge of: fundamentals of variety of sports and sportsmanship. Skill in supervision, organization, scheduling, and problem-solving; interpreting and complying with city policies, rules, and regulations. Ability to: read, speak, write, and understand English language; communicate and interact positively with children, observe children; supervise children; follow written and oral instructions; teach and demonstrate sportsmanship; work effectively with children, parents, school staff, community organizations, and the general public; schedule and coordinate multiple programming and activities; and maintain safety practices and procedures.

### Physical Demands

Must be able to visually inspect site for safety hazards in indoor and outdoor settings; physical agility to lead and interact or demonstrate active sports activities; lift and carry equipment weighing up to 40 pounds; stand, walk, traverse uneven terrain, bend, stoop, stretch, crouch, push/pull, squat and kneel.

### DASH School Locations

Allen Elementary  
Arroyo Vista Elementary  
Casillas Elementary  
Chula Vista Hills  
Clear View Charter  
Cook Elementary  
Discovery Charter School  
Eastlake Elementary  
Halecrest Elementary  
Hedekamp Elementary  
Heritage Elementary  
Hilltop Drive Elementary  
Liberty Elementary

Kellogg Elementary  
Marshall Elementary  
McMillin Elementary  
Olympic View  
Palomar Elementary  
Parkview Elementary  
Rogers Elementary  
Rosebank Elementary  
Salt Creek Elementary  
Tiffany Elementary  
Valle Lindo Elementary  
Veterans Elementary



## YOUTH LEADER

**\$12.65 - \$15.38/hour**

### Position Summary

Vacancies are within the City's Safe Time for Recreation, Enrichment and Tutoring for Children (STRETCH), an extended school day arts, literacy, and recreation program offered at various elementary school sites. This is a part-time position working 4 hours per school day, generally between 2:00 pm - 6:00 pm with an additional hour on school's early dismissal days.

### Essential Functions

Duties may include, but are not limited to the following: assist in the planning and implementation of after-school enrichment programs for elementary school children with primary focus on literacy and the arts; assist students with homework; tutor students in English and literacy; and perform other duties as assigned.

### Qualifications

Education, training, or experience equivalent to one year of college (30 units) and one year of part-time or full-time experience working with children preferably in one or more of the following areas: language and literacy development, drama, music, dance, or visual arts.

Candidates who do not possess one year of college must have two or more years of part-time or full-time experience and may be required to pass the Instructional Assistant Proficiency Test offered by the Chula Vista Elementary School District.

**NOTE:** Basic CPR and American Red Cross First Aid Certification must be attained within 30 days of appointment. College transcripts must be provided by time of hire.

### Knowledge, Skills, and Abilities

Create, develop and conduct after-school enrichment programs that include drama, dance, creative writing, music, visual arts, and recreational games; provide class instruction and tutoring to foster literacy; read, write, speak and understand the English language; follow written and oral instructions; supervise and maintain discipline with large groups of 1st - 6th grade children.

### Physical Demands

Must be able to visually inspect site for safety hazards in indoor and outdoor settings; physical agility to lead and interact or demonstrate active sports activities; lift and carry equipment weighing up to 40 pounds; stand, walk, traverse uneven terrain, bend, stoop, stretch, crouch, push/pull, squat and kneel.

### STRETCH School Locations

Harborside Elementary  
Lauderback Elementary  
Loma Verde Elementary  
Montgomery Elementary

Mueller Charter  
Otay Elementary  
Rice Elementary

## What is the DASH Program?

DASH (Dynamic After School Hours) is a partnership between the Educational Services Division of the City of Chula Vista Public Library and the Chula Vista Elementary School District.

This free program provides structured after school activities for 1st - 6th grade children including sport clinics, arts and crafts, cooperative games, and traditional playground games.

The DASH Program is offered at various elementary school sites, Monday through Friday, when school is in session. The program runs for 2 hours from the lower grade dismissal time, and for 3 hours on the school's minimum day. The DASH Program does not operate when school is closed, during school intercession, vacations, and/or holidays. The program will operate rain or shine.

## What is the STRETCH Program?

STRETCH is not a typical after school program. It is a program designed to stretch and expand day for children who need more opportunities to develop their language and literacy skills.

STRETCH is a partnership between the Educational Services Division of the Chula Vista Public Library and the Chula Vista Elementary School District. The goal of STRETCH is to create a dynamic, safe, and stimulating after school environment that gives children the boost they need to succeed academically and socially.

This free program provides structured academic activities for 1st - 6th grade students at seven of Chula Vista's Title I elementary school sites. Each program serves between 60 - 100 students. Programs generally operate for 3 hours and 15 minutes from the time of school dismissal. STRETCH does not operate when school is closed, or during school intercessions, vacations, and holidays.

## APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position(s) will be invited to participate in the selection process. All notifications will be sent via standard U.S. mail.

These recruitments will remain open until filled. All applications will be maintained for a period of one year.

### HOW TO APPLY

Applicants must submit an official [City application](#) to:

**City of Chula Vista  
Human Resources Department  
276 Fourth Avenue  
Chula Vista CA 91910**

Applicants seeking additional information regarding these positions should contact the Human Resources Department at (619) 691-5096.

Applications may be downloaded from our website:

[www.chulavistaca.gov](http://www.chulavistaca.gov)

Assigned Analyst:

Lisa Stires

(619) 409-5923

[lstires@ci.chula-vista.ca.us](mailto:lstires@ci.chula-vista.ca.us)

## EMPLOYMENT INFORMATION

### PRE-PLACEMENT PHYSICAL

Employment is contingent upon successful completion of a pre-placement medical exam that may include a drug screen.

### SMOKING POLICY

The City of Chula Vista has a policy that prohibits smoking in all City buildings and vehicles.

### AMERICANS WITH DISABILITIES ACT (ADA)

The City of Chula Vista will provide reasonable accommodation in the examination process when requested by a qualified applicant at least one week prior to the exam. To request reasonable accommodation contact the Human Resources Department.

### EMPLOYMENT ELIGIBILITY VERIFICATION

The successful applicant will be asked to show proof of citizenship or provide documentation that gives the individual the legal right to work in the United States.

*The provisions of this bulletin do not constitute an expressed or implied contract and they may be modified or revoked without notice.*



**announces  
recruitments  
for**



**Program  
Leader**

**and**



**Youth  
Leader**

**Unclassified / Part Time  
Recruitment Number 07748503  
Filing Deadline: 5 pm, August 31, 2007**